

READ THIS INFORMATION CAREFULLY. KEEP THIS PAGE FOR YOUR RECORDS.

APPRENTICE REQUIREMENTS:

1. Cosmetology Apprentice training is on-the-job training in a salon/shop and under the direct supervision of a licensed master licensee with at least 36 months' experience. Barber Apprentice training is on-the-job training in a salon/shop and under the direct supervision of a licensed master barber with at least 18 months' experience.
2. Each master barber, cosmetologist, esthetician, hair designer, or nail technician licensee in a salon/shop may train only one (1) apprentice at a time.
3. Any person at least 16 years of age may qualify to train as an apprentice.
4. Apprentice hours are accumulated according to the actual number of hours of performance and training. Apprentice hours are subtotaled 1st of January, the 1st of April, and the 1st of September. Hours reported will be kept on file by the salon/shop owner or manager for inspector review.

The salon/shop owner and master level trainer are responsible for submitting the apprentice hours after the apprentice has completed the hours or is no longer apprenticing under the current master level trainer.

DO NOT SUBMIT DAILY LOGS, ONLY THE ACTUAL TRANSCRIPT.

5. Any individual serving as an apprentice in a beauty shop, beauty salon, or barber shop **shall** take the theory portion of the examination provided for in Code Section 43-10-9 within the first 12 months of his or her apprenticeship. It is the master's responsibility to properly complete and submit a transcript for the required theory hours so that the apprentice may receive their letter of eligibility for the theory examination. *Per O.C.G.A. § 43-10-13(c).*
6. Upon completion of the required hours within the appropriate minimum months of training, it is the apprentice's responsibility to obtain and submit an application for examination and/or licensure. Examinations will be administered only by PSI. If you have previously passed your theory examination within the first 12 months of your training, you will only need to register for the practical examination. Contact PSI about the examinations, fee, dates, locations, exam content and grades notifications using one of the following:
 - Online 24/7 at www.psiexams.com or by phone 24/7 at (855) 744-0314.
 - PSI Registrar at (855) 744-0314 Monday-Friday 7:30 a.m.-8:00 p.m., Saturday 11:00 a.m. -5:00 p.m. EST.

CREDIT FOR TRAINING HOURS BEGINS WHEN THE APPRENTICE LICENSE IS ISSUED.
NOT WHEN THE APPLICATION IS MAILED TO THE BOARD OFFICE.

APPRENTICE TRAINING:

1. The apprentice will receive a certificate of registration for a period of four (4) years. **THERE ARE NO RENEWALS OF THE 4-YEAR APPRENTICE LICENSE; only a current 2-year Apprentice may renew for \$90.** If the apprentice is changing a master, or salon/shop location, or if the salon/shop where the apprentice is working has a change in its license status, the apprentice must submit a salon/shop change application.
2. Upon the expiration of the last certificate of registration issued, such apprentice shall not be permitted to practice the occupation in any way until he or she obtains his or her license.
3. Hours **can only be obtained** during the period of time that the apprentice is licensed.

CHANGE OF TRAINING:

If any of the following occurs during the apprenticeship, a new apprentice application must be filed with the Board office and a fee of \$90.00 must be submitted with the application – NO EXCEPTIONS:

- Change of Master supervising the apprentice; or
- Apprentice changes to a new salon; or
- If the salon where you are apprenticing changes name, location or ownership causing a new salon license number to be issued.

COSMETOLOGY APPRENTICESHIP HOURS REQUIRED FOR EXAMINATION:

BARBER	3,000 HOURS AND 18 MONTHS OF TRAINING
BARBER II	2,280 HOURS AND 14 MONTHS OF TRAINING
COSMETOLOGIST	3,000 HOURS AND 18 MONTHS OF TRAINING
HAIR DESIGNER	2,650 HOURS AND 14 MONTHS OF TRAINING
ESTHETICIAN	2,000 HOURS AND 18 MONTHS OF TRAINING
NAIL TECHNICAN	1,050 HOURS AND 8 MONTHS OF TRAINING